

This year we are offering free Owner's Workshops and Compliance Training for Compliance Officers, Regional/District Managers, and Owners of Low-Income Housing Properties. Attendance at Owner's Workshops will be limited to owners that need the training to receive their final allocating documents (Form 8609) and owners that need the training as a correction to noncompliance. Owners will be notified of their need for attendance in the summer of 2003. The Compliance Training will be open to any property owner/management company needing compliance training, space permitting. On-site Managers will be discouraged from attendance at these sessions as we focus on specific housing credit requirements. Instead, we propose individual training classes for on-site level managers.

On-site training for your front line management staff is an expansion of our training efforts and we are very excited about it. We will deliver the training for your 'on-site' level managers; specifically focusing on THDA required forms, HUD 4350 Chapter 3 documentation, and your in-house requirements. Partnering with your Compliance Official to conduct the training will insure that it meets your compliance needs. The training would be conducted at your site, at a time convenient to your company. Contact Donna Duarte or Raymond Gray at (615) 741-2400 to coordinate dates for this training.

**Participants in the Compliance Training must REGISTER AT LEAST ONE WEEK IN ADVANCE by mailing or faxing the attached form to the Compliance Section at THDA.** Forms received after that date might not be accepted due to class size restrictions. All Compliance Training sessions will be conducted from 8:00 AM to 4:00 PM. Owners' Workshops will run from 9:00 AM to 12:00 PM. Site directions are found on the back. Registration confirmations will be listed on our web page: '[www.state.tn.us/thda/](http://www.state.tn.us/thda/)'.

**Complete the registration and submit by mail to: Compliance Section - Internal Audit Division - THDA, 404 James Robertson Pkwy, Suite 1114, Nashville, TN 37243-0900 or fax to (615) 741-9634. Incomplete registration forms will be returned without action via mail. Please identify the project number of the property for which you are attending.**

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**LIHC Compliance Training 2003** (Please circle the session you want to attend.):

**Owners' Workshops**

**To receive final allocating documents (Form 8609), owners or their representatives must attend the Owners' Workshop conducted by this office. Attendance at Compliance Training will not satisfy this requirement. Please refer to your QAP for specific training requirements.**

Wednesday    October 28        Nashville        Snodgrass Building, 3<sup>rd</sup> Floor, Multi-Media Room

**Compliance Training**

Tuesday	July 22	Knoxville	State Office Building, 7 <sup>th</sup> Floor, Conference Room. B
Tuesday	September 9	Memphis	Donnelly J. Hill Building, 2 <sup>nd</sup> Floor Auditorium
Monday	October 27	Nashville	Snodgrass Building, 3 <sup>rd</sup> Floor, Multi-Media Room

**NAME:** \_\_\_\_\_ **PROJECT NO:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

**PROPERTY NAME:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

## **COMPLIANCE TRAINING LOCATIONS**

### **NASHVILLE:**

Snodgrass Building – 3<sup>rd</sup> Floor, Multi-Media Room  
312 Eighth Avenue North, Nashville, TN

Directions from I-40 WEST or EAST: Take the Charlotte Street Exit #209A. You will go north (from I-40 West turn right/from I-40 East turn left) towards the downtown area on Charlotte Avenue. The fourth right will be 7<sup>th</sup> Avenue. There are several parking lots on 7<sup>th</sup> Avenue near the building. The Snodgrass Building Tennessee Tower is the former American General Life Insurance Building and is located on the right side of Charlotte between 7<sup>th</sup> and 8<sup>th</sup> Avenues. Paid parking is available at nearby hotels/motels and parking lots near the building. Please allow for extra time for parking.

### **KNOXVILLE:**

State Office Building – 7<sup>th</sup> Floor, Conference Room B  
531 Henley Street, Knoxville, TN

Directions from I-40 EAST: Take Exit #388. Follow the sign 'To Downtown'. Pass under the Knoxville viaduct (looks like a bridge). The Knoxville State Office Building sits on the right side of Clinch Avenue beside the Holiday Inn and the Sunsphere. Paid parking is available at the Holiday Inn.

Directions from I-40 WEST: Take the James White Parkway Exit. Immediately exit James White Parkway on Summit Hill Drive. At the fourth traffic light, turn left on Henley Street. At the first traffic light, turn right on Clinch Avenue. The Knoxville State Office Building sits on the right side of Clinch Avenue beside the Holiday Inn and the Sunsphere. Paid parking is available at the Holiday Inn.

### **MEMPHIS:**

Donnelly J. Hill Building – 2<sup>nd</sup> Floor, Auditorium  
170 Main Street, Memphis, TN

Directions from I-40 WEST or EAST: Take the Second Street Exit. Second Street is a one way street going south. Merge over to the right lane at Poplar and 2<sup>nd</sup> Street and the Hill Building will be on the right. Paid parking is available throughout the Main Street area. Please allow for extra time for parking.